

25 JUN 1979

DD/A Registry

79-2147

MEMORANDUM FOR: Deputy Director for Administration

FROM : Harry E. Fitzwater
Director of Personnel

DD/A Registry

File Personnel

SUBJECT : Luncheon for Summer-Only Employees


1. Action Requested: That you approve a possible disbursement from the Central Employees Activities Fund.2. Basic Data or Background:

a. For the past seven years, the Director has addressed the Summer-Only Employees. These sessions have always been well received and many Summer-Onlys consider this the highlight of their summer employment experience.

b. This year we are planning to expand the Summer-Only Day to include other addresses and a luncheon to be held in the Rendezvous Room at Headquarters. The cost of the luncheon, which is \$2.75 per person, would be borne by the Summer-Only Employees. In order to reserve the Rendezvous Room, it is necessary to guarantee an attendance of 140. There are 262 participants in the Summer-Only program this year. Although the initial response to the luncheon has been enthusiastic, we have no way of assuring the required number of 140. However, we do not anticipate much of a shortfall, if any.

3. Recommendations: It is recommended that approval be given to cover any costs which might be incurred in the event less than 140 lunches are purchased in the Rendezvous Room by the Summer-Only Employees.

STAT


 Harry E. Fitzwater

APPROVED/DISAPPROVED:

Deputy Director for Administration

Date

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